
EVALUATOR MANUAL TRANSMITTAL SHEET

<u>Distribution:</u> ____ All Child Care Evaluator Manual Holders ____ All Residential Care Evaluator Manual Holders <u>X</u> All Evaluator Manual Holders	<u>Transmittal No.</u> 01RM-09
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Subject:

Reference Material – Comprehensive Evaluation Tools

Child Care Centers

Reason For Change:

To provide modified visit instructions and a scheduling process that identifies which portions of the comprehensive facility site visit will be reviewed during each visit, how the visits are scheduled, and which facilities are eligible for a modified visit.

Filing Instructions:X REMOVE – page 15X INSERT – pages 15 - 18

Approved:

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**CHILD CARE CENTER
COMPREHENSIVE VISIT PROTOCOL**

8-4000 GENERAL STATEMENT**8-4000**

The purpose of this section is twofold: 1) to provide Licensing Program Analysts with guidance in conducting a comprehensive visit of a child care center; and 2) to ensure that Licensing Program Analysts understand the Department's expectations of how a comprehensive visit of a center is to be conducted. The main components of the comprehensive visit include the facility file review, the facility site visit, the exit interview, and the provision of consultation and technical assistance. Comprehensive (rather than focused) visits of child care centers are scheduled to begin in February 2000.

8-4010 FACILITY FILE REVIEW**8-4010**

Prior to the annual comprehensive visit at the child care center, make a thorough review of the facility file for completeness and accuracy. This review should include, but may not be limited to, the following:

- Documents and information as listed on the Annual License Visit Checklist (LIC 9118).
- The LIC 500 (Personnel Report) compared to the most recent LIS 555 (Notice of Facility Roster) submitted by the licensee/representative.
- Current Facility Personnel Summary Report (LIS 531).
- Make copies of the Staff/Volunteer Record sheets (LIC 859).
- Evaluation of Director Qualifications (LIC 9096).
- Any criminal clearance records shown as pending and Child Abuse Index Checks not cleared. Follow up on pending records to determine status.
- Check to determine if facility fees have been paid.
- Make copies of waivers, exceptions and profile sheet so they can be brought along on the site visit.
- Copy floor and play-area layouts so they can be brought along on the site visit.

8-4010 FACILITY FILE REVIEW (Continued)**8-4010**

A review of the licensing field reports, complaints, special incidents, advisory notes and any other correspondence will assist in gaining an overview of the facility history. This helps focus the comprehensive review in targeted areas. At the conclusion of the file review, be able to answer:

- Did the last evaluation result in cited deficiencies? What were the issues?
- What complaints have been substantiated or found inconclusive for this facility?
- Did the facility fully comply with the plans of correction within agreed-upon time frames? If not, why not? How resolved?
- Is there a pending legal action? Prior legal actions?
- Is there a pending complaint? Pattern of prior complaints?
- Does the facility have a history of noncompliance?
- Are there any conditions (e.g., legal stipulations) on the current license?

During this file review issues may arise that require clarification prior to the comprehensive field visit. Discuss these issues with the previous analysts handling the facility or their supervisors.

8-4020 FACILITY SITE VISIT**8-4020**

A facility site evaluation is a crucial component of the comprehensive visit and provides an overall assessment of the facility. Site evaluations include:

- Visual inspection of all licensed areas of the facility.
- A count of all children and staff to ensure proper ratios and compliance with capacity limits.
- Observation of program activities and staff/child interactions.
- Review of staff files not previously reviewed and verification of the qualifications of any new teachers. Review of a sample of children's files.
- Discussion of visit findings and technical assistance with the director or designee.

8-4030 TOOLS NEEDED FOR THE VISIT**8-4030**

- Laptop computer and printer (and related equipment and supplies).
- Facility sketch (floor and play-area plans).
- Copies of waivers, exceptions, profile sheets or other necessary file documents.
- Blank LIC forms for the Licensing Program Analyst's use in completing the visit.
- Tape measure.
- Thermometer.
- Camera (if necessary).
- Technical assistance materials, such as regulations, informational materials on Sudden Infant Death Syndrome (brochure) and Shaken Baby Syndrome (brochure and poster), if available, and self-assessment guides.

8-4040 FOCUS OF THE FACILITY SITE VISIT**8-4040**

At the conclusion of the visit, the Licensing Program Analyst should be able to answer questions such as the following:

- Do staff know how to properly report suspected abuse?
- Are staff properly trained to report special incidents?
- What are the major components of the facility's general plan of operation?
- Do all staff meet staff qualification requirements?
- Does at least one director or teacher have the full 15 hours of health and safety training (that is, preventive health practices and pediatric cardiopulmonary resuscitation (CPR)/first aid)? Do sufficient staff have current certificates in pediatric CPR/first aid?
- Does the emergency plan meet requirements?
- Is there a working telephone?

8-4040 FOCUS OF THE FACILITY SITE VISIT (Continued)**8-4040**

- Do vehicles used for transporting children appear safe? Do they have adequate and appropriate passenger restraints? When were vehicles last serviced?
- Does the facility meet minimum health and safety standards?

8-4050 ENTRY INTO THE CHILD CARE CENTER**8-4050**

Upon arrival at the facility, the Licensing Program Analyst is required to present picture identification, explain the purpose of the visit, and briefly describe what the review will include. If the licensee/representative voices concerns about the timing of the visit (e.g., parent appointments, planned activities, field trips), listen and make a reasonable effort to accommodate the licensee (such as starting the visit by reviewing staff and child records). This effort will assist in setting a positive tone for the visit. In exceptional cases it may be necessary to postpone the visit. Examples include events such as departures for field trips, special religious or cultural events taking place at the center, and emergency situations.

Throughout the facility evaluation it is important for the Licensing Program Analyst to keep the perspective that most licensees want to provide high-quality services and maintain compliance with regulatory requirements. Typically providers have chosen the field because they are concerned about the well-being of children and are motivated to provide a safe and healthy environment. The Licensing Program Analyst needs to adopt a supportive and positive approach with the licensee and view the comprehensive annual visit as an opportunity to assist in achieving the highest-quality service while maintaining substantial compliance with regulations.

The laptop computer is typically used to prepare the visit reports. Be sure it is in a secure place when you tour the facility. To assist in the report preparation, the relevant regulatory or statutory sections are listed after each respective review item.

8-4060 CONDUCT OF THE SITE INSPECTION**8-4060**

The site evaluation begins with an overall assessment of the facility. Throughout the evaluation, the Licensing Program Analyst makes observations and counts staff and children. Taking accurate and complete notes is essential to developing an accurate field licensing report. Pay particular attention to areas of the facility identified as potential problems during the licensing in-office file review (e.g., prior deficiencies, complaints and conference notes).

8-4060 CONDUCT OF THE SITE INSPECTION (Continued)**8-4060**

Invite the director/representative along for the walk-through if proper staff/child ratios can be maintained. A comprehensive visit includes, but is not limited to, the following:

- Review sign-in and sign-out sheets to verify the census.
- Walk through and inspect the entire physical plant and playground.
- Observe and inspect all areas accessible to children and note all existing or potential hazards. Pay attention to problem areas identified in the file history review.
- Record names of teachers, aides, volunteers, and any other adults working in the classrooms.
- Count all children and all staff in each area of the center.
- Identify staff members by their name and position, the ages and the count of the children under their respective care, and the location of their classrooms. (Note time and place of your observations. Facility sketch can be used as a tool.)

A physical plant inspection covers overall maintenance and operation, such as equipment and supplies, building and grounds, food-preparation areas, bathrooms for children and staff, storage, lighting, storage of medication and cleaning supplies, napping arrangements and inspection of cots and mats, and compliance with fire clearances. Use the following as a guide to review each area of the child care center. **This guide is not intended as a complete list of regulatory requirements that need to be reviewed, but as an indicator of primary areas for inspection that should be utilized in the context of all applicable licensing regulations and policies.**

Classrooms:

- Furniture and equipment age appropriate and in good repair? [101239(m)(1) and 101239(n)]
- Heating, lighting and ventilation adequate? [101239(a)--heating; 101239(d)--lighting]
- Drinking water readily available? [101239.2(a)]
- Adequate storage for children's belongings? [101238.4(a)]

8-4060 CONDUCT OF THE SITE INSPECTION (Continued)**8-4060**

- Space sufficient for group size being served? [101238.3(a)]

Isolation Area:

- Arrangements for isolation and care of ill children? [101226.2]
- Separate isolation toilet and sink available for ill children? [101239(i)]

Bathrooms and Toileting Areas:

- Toilets flush? Faucets work? [101239(e)(4)]
- Toilets and sinks reachable by children? [101239(m) and 101239(h),(h)(1)]
- Water temperature too hot? [101239(e)(1),(e)(2)]
- Toilet paper and towels available? [101223(a)(2), 101239(g) and 101239(j)]
- Bathrooms clean? [101239(e)(4)]
- Lighting and ventilation adequate? [101239(d)]

Inspection of Food-Service Area:

- Menus posted? [101227(a)(6)]
- Required food groups served? [101227(a)(1)]
- Food-preparation area inaccessible to children as specified in the regulations? [101227(a)(25)]
- Food-preparation area adequately equipped, clean and free of hazards? [101227(a)(18), (20), (22)]
- Cleaning supplies out of children's reach and stored away from food? [101238(g)]
Stored separately from food supplies? [101227(a)(17) and 101238(i)]
- Adequate food for meals and/or snacks? [101227(a)(1-5)]

8-4060 CONDUCT OF THE SITE INSPECTION (Continued)**8-4060****Inspection of Play Area:**

- Climbing structures, swings, slides and other large play equipment securely anchored? [101239(o)]
- Climbing equipment, swings, slides, etc., have adequate resilient cushioning material underneath and around perimeter? [101238.2(e)]
- Drinking water readily available on or near the play area? [101239.2(a)]
- Adequate shade? [101238.2(b)(1)]
- Fencing at least 4 feet high around perimeter of play area? [101238.2(g)]
- Equipment developmentally appropriate for age group? [101239(m) and 101439(c)]
- Playground free of miscellaneous debris such as tree branches, cans, bottles, glass, etc.? [101238.2(d)(2)]

Napping Equipment:

- Sufficient cots and mats for each child in care under 5 years of age? [101230(b)(1)]
- Bedding, cots and sheets stored properly? [101238.4(c)]
- Napping children properly supervised (within ratios)? [101230(c),(c)(1)]

Infant Nursery:

- Furniture and equipment age appropriate and in good repair? [101439(b),(c),(d),(g)]
- Baby walkers on premises? [101239(n)(1) and 101439(d)(2)]
- High chairs or feeding tables have broad-based legs? Plastic seats in good repair? Trays lock onto the chair? [101439(d),(e),(e)(3)]
- High chairs made of washable, moisture-resistant materials? [101439(e)(1)]
- Sanitary solution out of infant's reach? [101238(g) and 101438.1(g)]

8-4060 CONDUCT OF THE SITE INSPECTION (Continued)**8-4060****Infant Nursery:** (Continued)

- Changing tables have at least 1" thick padding covered with washable vinyl or plastic? Sides raised a minimum of 3"? Changing table within arm's length of sink when in use? [101439(h)(1),(h)(2),(h)(4)]
- Minimum of one potty chair or toilet for every five infants in toilet training? [101439(i)]
- Caregivers wash hands before and after each feeding and each diaper change? [101438.1(b)]
- Toys safe, with no sharp edges, splinters or points, nor made of small parts that can be pulled off and swallowed? [101439(l)]
- Floor mats and cots available for all infants able to climb out of a crib? [101439.1(b)]
- Cribs or other appropriate napping equipment available for each crib age infant? Do they meet requirements under Sections 101439.1 (a-f)? Comply with the Crib Safety Act? (Refer to Crib Safety Act implementation instructions in 98APX-03 Errata, 1997 Chaptered Legislation and Implementation Summary.)
- Bedding separately identified and stored for each infant? [101439.1(e)]
- Placement of cribs, cots or mats allows for entry to/exit from the napping space? [101239(p) and 101439.1(f)(1)]

Health-Related Services:

- Medication properly labeled and stored in original container? [101226(e)(1)]
- Children greeted and checked for illness? [101226.1]
- First aid supplies available? [101226(d)]
- Accommodate children with special needs? Needs being met? [101218(b)]

8-4070 EVALUATION OF CARE AND SUPERVISION**8-4070**

During the facility tour, ensure that proper ratios are being maintained and observe teachers and children for appropriate care, supervision and activities. Engage a few children and staff in casual conversation about the facility. Children in care are our primary customers, and such conversations help determine the child's experience and general level of satisfaction with the program. Conversations with staff are also part of a Licensing Program Analyst's interaction during a tour of a child care center, or as part of a separate interview if warranted. Again, the conversations should be casual, brief and friendly.

Questions for children and staff will normally be part of general conversation during the facility tour. The Licensing Program Analyst should determine the extent and focus of questions for staff based on the history of the center. If concerns are noted during the observation or conversations with children and staff, more in-depth interviews are indicated. The questions below are sample questions only.

Examples of the type of questions that may be used with children include:

- "Tell me what you're doing today?"
- "What do you like about school?"
- "What was your snack today?"

If the case file review completed in the district office identified problem areas, ask more specific questions targeting those areas. For example, if the center has a past history related to personal rights violations, "What happens when someone does something wrong?" is an appropriate question to ask a child.

Examples of questions that may be asked of staff include:

- "What are your responsibilities here? What is your job title?"
- "How many children do you have directly under your care?"
- "What in-service training is offered?"
- "What is the procedure when a staff person is absent?"
- "What is the center's emergency plan?"
- "When was your last fire drill? Earthquake drill?"
- "When the director is absent, who's in charge?"

8-4070 EVALUATION OF CARE AND SUPERVISION (Continued)**8-4070**

- “How do you deal with a difficult child?”
- “What training have you had about children’s rights?”
- “What is the school’s procedure for toileting children?”
- “How is suspected child abuse reported at your center?”
- “What is your school’s policy regarding an injured child?”

8-4080 RECORDS REVIEW AND POSTING REQUIREMENTS**8-4080****Posting Requirements:**

The following documents should be posted at the facility:

- Child passenger restraint system posters.
- License.
- Menus.
- Notification of Parents’ Rights form (LIC 995).
- Personal Rights form (LIC 613A).
- Emergency Disaster Plan (LIC 610) and Earthquake Preparedness Checklist (LIC 9148).

Records Review:

After the physical plant tour is completed, conduct a review of all waivers and exceptions, all staff records not previously reviewed (including renewal items, such as pediatric CPR and first aid cards), and 10 or 10 percent (whichever is greater) of children’s records. For a multi-licensed center, conduct a review of 10 or 10 percent (whichever is greater) of children’s records from each component of the center. These reviews should check for the presence of the record as well as for its content, completeness and accuracy. The Licensing Program Analyst should select the files to be reviewed. Review more files than sampled if findings warrant. Staff and children file reviews are to be documented on the Review of Staff/Volunteer Records (LIC 859) and the Children’s Record Review (LIC 857).

8-4080 RECORDS REVIEW AND POSTING REQUIREMENTS
(Continued)**8-4080****General Record Areas:**

- Waivers and exceptions should be analyzed to see if they are still needed or require modification to best serve children in care.
- Annual licensing reports and substantiated complaints from the last three years must be available at the center for public review.

Staff Files (of staff records not previously reviewed, including renewal items):

Reviews of staff files should ensure that documentation is consistent with the LIC 500 and LIS 555. Staff files should include, but may not be limited to, the following:

- Fingerprint clearances or record of submission.
- Criminal Record Statements (LIC 508).
- Record of submission of Child Abuse Index Checks if not on LIS 555.
- Staff qualification sheets (“passports”; LIC 9095 and 9096) for all 12-unit (fully qualified) teachers and directors completed and approved? Send copies of the LIC 9095 and 9096 to the facility 120 days prior to the facility visit, along with the LIS 555. Verify that the LIC 9095 and 9096 are correct. If correct, sign the LIC 9095 and 9096 and leave a copy with the licensee. If incorrect, complete and sign a new LIC 9095 and 9096 and leave a copy with the licensee.
- Appropriate transcripts.
- Health clearances, including TB clearances (may be documented on the Health-Screening Report—Facility Personnel, LIC 503).
- Pediatric CPR/first aid cards for designated staff. At least one director or teacher must have the full 15 hours of health and safety training.
- Notice of Employee Rights receipts (LIC 9052).
- Statement Acknowledging Requirement to Report Suspected Child Abuse forms (LIC 9108).

8-4080 RECORDS REVIEW AND POSTING REQUIREMENTS
(Continued)**8-4080****Staff Files (of staff records not previously reviewed, including renewal items):**
(Continued)

- Copy of driver's license for staff transporting children.
- Personnel Record (LIC 501) or application/resume.

Children's Files:

Children's files should include, but may not be limited to, the following:

- Admission agreements.
- Needs and services plans (for infants).
- California School Immunization Records ("blue cards"; PM 286) for non-school-age children.
- Authorizations for dispensing medication signed by parents.
- Identification and Emergency Information forms (LIC 700).
- Child's Pre-admission Health History – Parents' Report forms (LIC 702).
- Child's Pre-admission Health Evaluations – Physician's Report forms (LIC 701).
- Documentation required for health-related services (e.g., blood-glucose monitoring, and nebulizer care).
- Consent for Medical Treatment forms (LIC 627).
- Unusual Incident/Injury or Death Reports (LIC 624).
- Signed, dated receipts of Notification of Parents' Rights (LIC 995).
- Signed, dated Personal Rights receipts (LIC 613).

8-4090 EXIT INTERVIEW**8-4090**

An exit interview takes place after the Licensing Program Analyst has recorded observations on the field licensing report (LIC 809). Issues are discussed that surfaced in the district office review of the facility file, as well as findings made during the comprehensive visit. Licensing file review issues include updating the Personnel Report (LIC 500), the Designation of Administrative Responsibility (LIC 308), changes in board officers, etc. Observations made during the tour of the facility may warrant discussing such areas as staff training, site improvements, and practices in the center. The Licensing Program Analyst should offer “best practices” suggestions and resources.

If a deficiency is cited, the Licensing Program Analyst determines whether the violation is Type A or B and if it represents a repeat violation and calls for an immediate civil penalty. When citing a deficiency, the Licensing Program Analyst must justify findings with the specific controlling statute or regulation for each deficiency cited. Describe deficiencies in detail.

Deficiencies subjective in nature often require a “judgment call” on the part of the Licensing Program Analyst. Regulations with language such as “sufficient,” “appropriate,” “safe,” “sanitary” and “adequate” fall into this category. This requires the Licensing Program Analyst to document the findings as specifically as possible (e.g., “wood-climbing structure in the west play yard measures 7 feet tall from base and is not age appropriate for 2-year-olds”). The Licensing Program Analyst should also provide a rationale for each deficiency noted (e.g., “a climbing structure measuring 7 feet tall could cause injury due to a fall for 2-year-olds”).

The Licensing Program Analyst should assist the licensee/director in developing a reasonable plan of correction for each deficiency cited, with specific time frames and expectations for correction. This is then documented on the field licensing report. Both the Licensing Program Analyst and the licensee/director sign two copies of each page of the report. One copy of the report is left at the facility; the other copy is brought back to the district office. It is important that the Licensing Program Analyst give the licensee/representative a copy of the Applicant/Licensee Rights and Appeal Procedures (LIC 9058) and explain to the licensee/representative his or her appeal rights.

The Licensing Program Analyst should also be open to possible ways to achieve compliance with the regulatory intent through alternative means that can be approved by a waiver or an exception. This process must take place at the facility during the time of the visit. (Waivers and exceptions are not granted at the site visit. Usually waivers and exceptions require approval by the Licensing Program Supervisor.)

8-4090 EXIT INTERVIEW (Continued)**8-4090**

Consultation and helpful observations may be placed in advisory notes or discussed with the licensee/director. It is important to provide assistance that relates to quality of care and improving compliance with regulations and laws.

An effective outcome of the facility evaluation will be based on the Licensing Program Analyst's knowledge of the facility history, understanding of the needs of the children in care, and appropriate use of the licensing statutes and regulations. Collectively, this knowledge will enable the Licensing Program Analyst to balance enforcement of statutes and regulations with technical assistance and consultation.

8-4110 CONSULTATION AND TECHNICAL ASSISTANCE**8-4110**

The exit interview is an opportunity to provide technical assistance regarding regulations, processes and resource materials that assist the licensee to operate a quality program. Discuss legislative, regulatory and policy changes that affect the facility. Also discuss recent changes or new interpretations of licensing regulations, answer questions regarding regulations and procedures, and provide/refer the licensee to additional resources (e.g., Child Care Program Advocate Self-Assessment Guides) that might enhance the licensee's ability to understand and comply with licensing regulations. In addition, if informational materials on Sudden Infant Death Syndrome (brochure) and the Shaken Baby Syndrome (brochure and poster) are available, distribute them to the licensee.

Additional technical assistance may be provided that goes beyond the review of minimal health and safety requirements. Such services could include providing resource referrals, materials and consultation with the goal of improving the overall quality of care at the facility.

8-4120 CHILD CARE CAPACITY BUILDING**8-4120**

The federal Welfare Reform legislation passed in 1996, known as CalWORKs in California, is expected to expand the need for child care capacity. It is the goal of the California Department of Social Services to enable good child care facilities to retain and expand their services. Be prepared to assist providers who request additional technical support to increase capacity or maintain their license. This could include assisting providers with information about local training opportunities, referrals to support groups and resource and referral agencies, and ideas about ways to promote their program. When it appears that a provider needs or requests more intensive support services, make a referral to the district's Child Care Advocate.

**CHILD CARE CENTER
MODIFIED COMPREHENSIVE VISIT PROTOCOL**

8-4200 GENERAL STATEMENT**8-4200**

The modified comprehensive visit protocol is a tool to allow Licensing Program Analysts to focus their time appropriately.

The purpose of this section is to provide the Licensing Program Analyst with modified visit instructions and a scheduling process that identifies which portions of the comprehensive facility site visit will be reviewed during each visit, how the visits are scheduled, and which facilities are eligible for a modified visit.

8-4210 CHILD CARE CENTER COMPREHENSIVE VISIT MODULES**8-4210**

The modified comprehensive visit divides the comprehensive site visit protocol into four modules:

- Site Observation and Evaluation
- Care and Supervision
- Children's Records
- Staff Qualifications and Records

Module and Visit Schedule:

- All newly licensed child care centers will receive a full comprehensive visit in their first year of operation. After that, facilities that have not had compliance problems (e.g., probationary license, non-compliance conference, case management visits) will be placed on an annual visit schedule that ensures review of all required areas every three years.
- The first two modules of Site Observation and Evaluation, and Care and Supervision will be reviewed every year. In addition, if the center provides care to children with special health care needs (e.g., blood glucose monitoring, nebulizer care, gastrostomy-tube care), the records for the child(ren) receiving specialized services will be reviewed each year. Records for these children will be reviewed to ensure the appropriate documentation and approval forms are in the child's file.

8-4210 CHILD CARE CENTER COMPREHENSIVE VISIT MODULES 8-4210
(Continued)

- Except as noted above, the modules on Children's Records, and Staff Qualifications and Records will be reviewed once during the three-year cycle, unless the Licensing Program Analyst identifies a need for a more complete review.
- All four modules will be reviewed by the Licensing Program Analyst at each annual visit for facilities with a history of non-compliance, as defined in Evaluator Manual Section 1-0100, until the facility comes into compliance.
- All four modules may be reviewed by the Licensing Program Analyst if there is any major change to the facility, such as significant staff turnover.
- The Licensing Program Analyst will continue to conduct all other aspects of the comprehensive visit protocol as contained in Section 8-4000. Beginning July 1, 2001, as part of the facility file review, the Licensing Program Analyst will determine which components of the modified comprehensive visit have been evaluated during the previous two years. If the records modules have been reviewed during the previous two years, the center is eligible for a modified visit, if all criteria in this section are met.
- The Licensing Program Analyst retains discretion which optional modules are reviewed each year. However, the Licensing Program Analyst must ensure that both children's and staff records modules are evaluated at least once every three years.

8-4220 LICENSEE REVIEW AND CERTIFICATION OF COMPLIANCE 8-4220

If the center is determined to be appropriate for a modified visit schedule, the Licensing Program Analyst will provide the Modified Comprehensive Visit Licensee Self-Assessment form (LIC 9198 and/or LIC 9199) for the appropriate records module to the licensee and request that they review the elements of the records module and self-certify that their records are in compliance with licensing standards. If the licensee agrees to perform this self-assessment, they must complete the Modified Comprehensive Visit Licensee Self-Assessment form(s) (LIC 9198 and/or LIC 9199), attach it to the front of the LIC 809, and file in the facility file for public review. The Licensing Program Analyst will note on the LIC 809 that the records component(s) are not being reviewed as part of this evaluation and that the licensee will be self-certifying that all records requirements have been met. The Licensing Program Analyst will also note on the LIC 809 that the licensee has been instructed to attach a completed LIC 500 to the LIC 809 and that the licensee was given a copy of the LIC 857 and/or LIC 859 to assist in completing the self-assessment document. If the licensee is unwilling to conduct the review, the Licensing Program Analyst will complete the review of records as part of the comprehensive evaluation.

8-4220 LICENSEE REVIEW AND CERTIFICATION OF COMPLIANCE 8-4220
(Continued)

Any non-compliance identified by the licensee in completing the self-assessment should be corrected within 30 days of the Licensing Program Analyst's site visit. The Department may at any time review these items and cite deficiencies for any violations of licensing regulations or law.

8-4230 VISIT EVALUATION REVIEW SHEETS 8-4230

A Visit Evaluation Review Sheet for each module being reviewed by the Licensing Program Analyst is completed in conjunction with all site visits. The review sheets are:

- Site Observation and Evaluation
- Care and Supervision
- Children's Records
- Staff Qualifications and Records

These review sheets are guides that summarize the various components that will be reviewed by the Licensing Program Analyst during the site visit, and are tools for preparing the Facility Evaluation Report (LIC 809). The review sheets are intended to assist the Licensing Program Analyst in conducting the visit, and are not to be filed in the licensing office facility file. After the Licensing Program Analyst completes the Facility Evaluation Report (LIC 809), the review sheets should be discarded. As noted in Section 8-4220, the licensee completes the LIC 9198 and/or the LIC 9199 when self-certifying compliance for the modules for Children's Records and Staff Qualifications/Records. Completed self-assessment forms are filed by the licensee in the administrative file at the child care center for public review.